

LOS ANGELES COUNTY DEPARTMENT OF BEACHES AND HARBORS
APPLICATION FOR USE OF BURTON W. CHACE PARK
(COMMUNITY ROOM)

Mailing Address Only
13837 Fiji Way
Marina del Rey, CA 90292

(Not for mail)
Park Location Only
13650 Mindanao Way
Marina del Rey

PERMIT:

Fee: \$ _____ Total

(Use \$ _____)

(Ins \$ _____)

Receipt No _____

Date of Use _____ Hours: From _____ to _____

Type of Activity _____ Number Expected _____

Name of Organization/Person _____

Name & Title of Applicant _____

Applicant address _____

Telephone _____ City _____ Zip _____

PLEASE CHECK IF EVENT WILL BE OPEN TO:

_____ 1. The public at no charge.

_____ 3. The public by donation.

_____ 2. The public by admission charge.

_____ 4. Members and/or guests only.

\$ _____ Amount of charge to event participants

If funds are to be raised, for what purpose? _____

Are kitchen facilities desired? Yes _____ No _____

Will it be catered? Yes _____ No _____ Name of Caterer _____

Each group is responsible for setup and take down and to follow rules and regulations.

Signature of Applicant _____ Date _____

If fee is assessed for your activity make check or money order payable to County of Los Angeles.

DO NOT WRITE BELOW DOTTED LINE

USE PERMIT
BURTON W. CHACE PARK

Request of _____ to use Chace Park on _____
(sponsoring organization) date(s)

_____ for _____ as described on the organization's
_____ application to the Department and Harbors has been approved _____; disapproved _____. All other required
permits have been obtained and any necessary fees have been paid.

(signature)

(date signed)

(title)

Department of Beaches and Harbors, 13837 Fiji Way, Marina del Rey, CA 90292
Phone: (310) 305-9595



To enrich lives through effective and caring service



**BURTON W. CHACE PARK
FACILITIES INFORMATION**

Phone (310) 305-9595 Fax (310) 821-3609

Rental Facilities Consist of Picnic Shelter (A), Park Grounds and Community Room.

INSURANCE INFORMATION

All facility rentals require insurance.

For insurance information you can contact Municipality Insurance Services, Inc. at 1800-420-0555.

Insurance limits:

\$2,000,000 General aggregate and \$1 million dollar per occurrence.

PICNIC SHELTERS

There are three (3) covered shelters: A, B, & C.

Picnic shelter "A" is available for rental Thursday, Friday, Saturday and Monday from 6:45 a.m. – 8:45 p.m. and Tuesday / Wednesday 8 a.m. to 5 p.m.

All other picnic shelters are on a first-come first-serve basis with no table saving allowed. For more information please call (310) 305-9595, Thursday – Monday, between 6:45 a.m. and 9:45 p.m. and Tuesday / Wednesday, 8 a.m. to 5 p.m. Reservations must be made two weeks in advance, but not more than 6 months prior to event date.

Capacity:

Each shelter seats approximately 48 persons.

Rates:

\$50.00 per every three (3) hour period. Insurance is required.

PARK GROUNDS

Various portions of the park can be rented for wedding ceremonies, company picnics and special events (N. Pergola, S. Pergola and Bridge). The rental fee is \$40.00/period. Park grounds are available for rental Thursday, Friday, Saturday and Monday from 6:45 a.m. – 8:45 p.m. and Tuesday / Wednesday 8 a.m. to 5 p.m. Insurance is required. If you are renting a portion of the park, you qualify to rent chairs and tables (see fees below):

Chairs	\$0.25/Chair/50 Max
Tables	\$5.00/Table/2 Max

COMMUNITY ROOM

The Community Room is available for rental Saturday, Sunday from 6:45 a.m. – 5:45 p.m.; Monday, Thursday, Friday 8:45 a.m.- 5:45 p.m. and Tuesday, Wednesday 8:45 a.m. to 4:45 p.m. Reservations must be made a minimum of two weeks in advance, but not more than 6 months prior. For more information please call (310) 305-9595, Thursday – Monday, between 6:45 a.m. and 9:45 p.m. and Tuesday / Wednesday, 8 a.m. to 5 p.m.

Capacity:

175 persons auditorium style and 125-150 persons-banquet style with tables.

(information continued on reverse)

Rental Fees:

# Of People	4 Hours (Minimum)	8 Hours (Maximum)	Insurance	Security Deposit (Refundable)**
1—35	\$85.00	\$135.00	Required	\$100.00
36—100	\$110.00	\$185.00	Required	\$150.00
101—175	\$135.00	\$235.00	Required	\$200.00

*A refundable security deposit is required. The room must be left clean and vacant by the time agreed and set in permit in order to refund the deposit.

**Kitchen fees are included (\$35.00).

EQUIPMENT AVAILABLE**Standard Kitchen**

- (12) 8 foot tables **(WARNING: DO NOT PLACE ANY HOT DISHES ON PLASTIC TABLES, CONTACT STAFF FOR HELP)**
- (2) 4 foot round tables
- (1) Coffee pot (50 cup capacity)
- (1) Podium
- (175) Chairs
- (1) Microwave

- NO ALCOHOLIC BEVERAGES ARE ALLOWED ON PREMISES (only w/proper permit)
- NO THUMB TACKS OR PINS IN THE WOOD
- NO BBQ's ON THE GRASS
- PLEASE THROW YOUR TRASH AWAY IN THE TRASH BARRELS PROVIDED

NOTE**THE FOLLOWING EVENTS WILL REQUIRE A BEACH/HARBOR USE PERMIT IN ADDITION TO THE PARK PERMIT:**

- A) Groups of 100 or more using a Park Grounds or Picnic Shelter A permit (no more than 200 persons per event from May 1 through September 30, 300 person max thereafter)
- B) Groups requesting to use canopies larger than 10x10 (may require Fire Marshal and or Building and Safety permit)
- C) Events with commercial activity, e.g. catering, clown, DJ, etc.
- D) Groups serving alcohol (event must be catered by a bona fide company, provide an additional 1 million dollar host liquor liability insurance certificate, provide one security guard for every fifty persons of drinking age, other restrictions may apply)
- E) There may be other circumstances not mentioned on this sheet that may constitute necessitating a permit.

FEES

- 1) Beach/Harbor Use Permit \$150
- 2) 15% Gross Receipts
- 3) Alcohol Permit \$100

THANK YOU,
PARK STAFF